

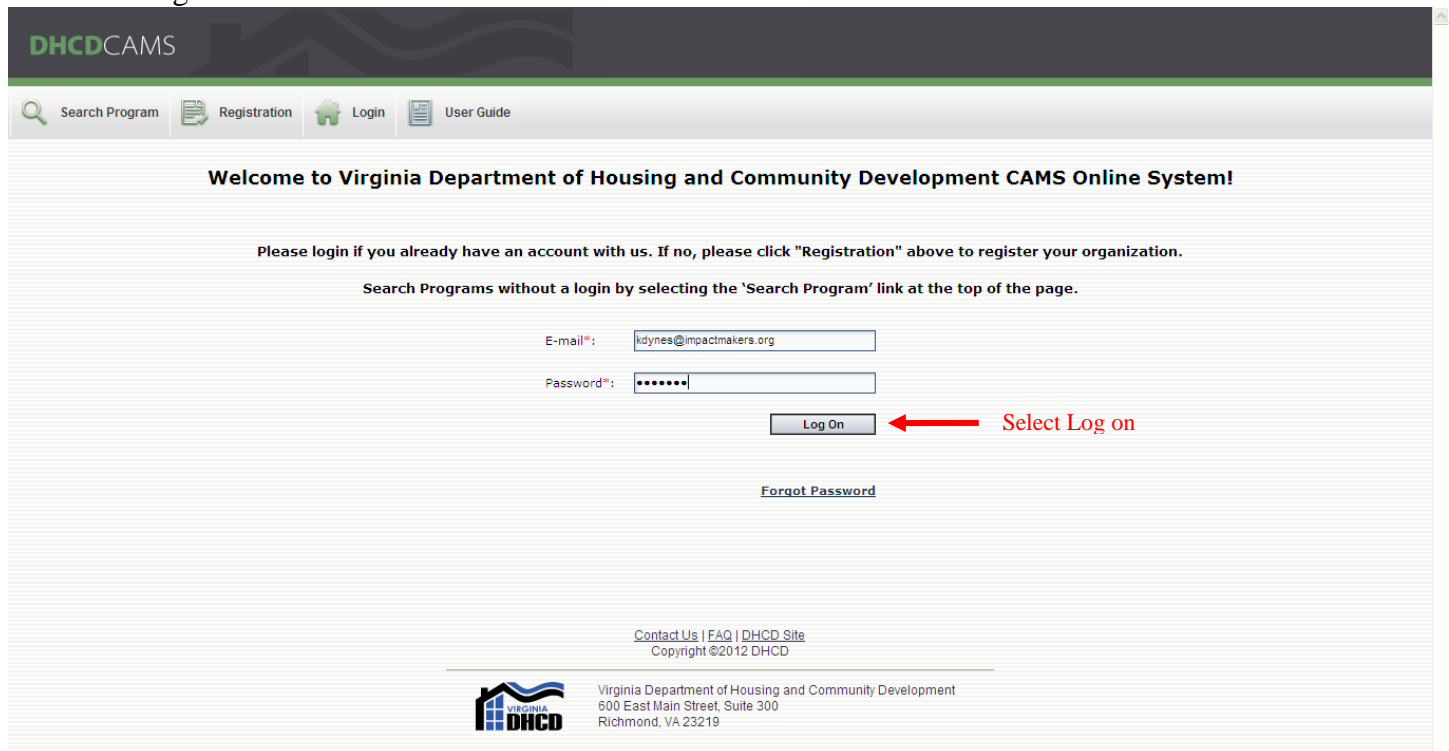
# User Reference Guide - Apply for funding to DHCD Programs

Prior to applying for funding within CAMS, a user's organization must have registered for an Organization Profile via the Registration page (completed Profile Registration,) and received their password in an email notification. Each user must have an ID and password in order to log into CAMS. *However, not all DHCD programs require an application in order to receive funding. If no application is required, a note indicating this will appear in the program description. Also, not all program applications have been integrated into CAMS. If you don't see an application for a specific program, consult the [DHCD website](#) or contact your Program Manager.*

On the CAMS Login Page, enter your email address (this is also your CAMS ID.)

Enter your CAMS password.

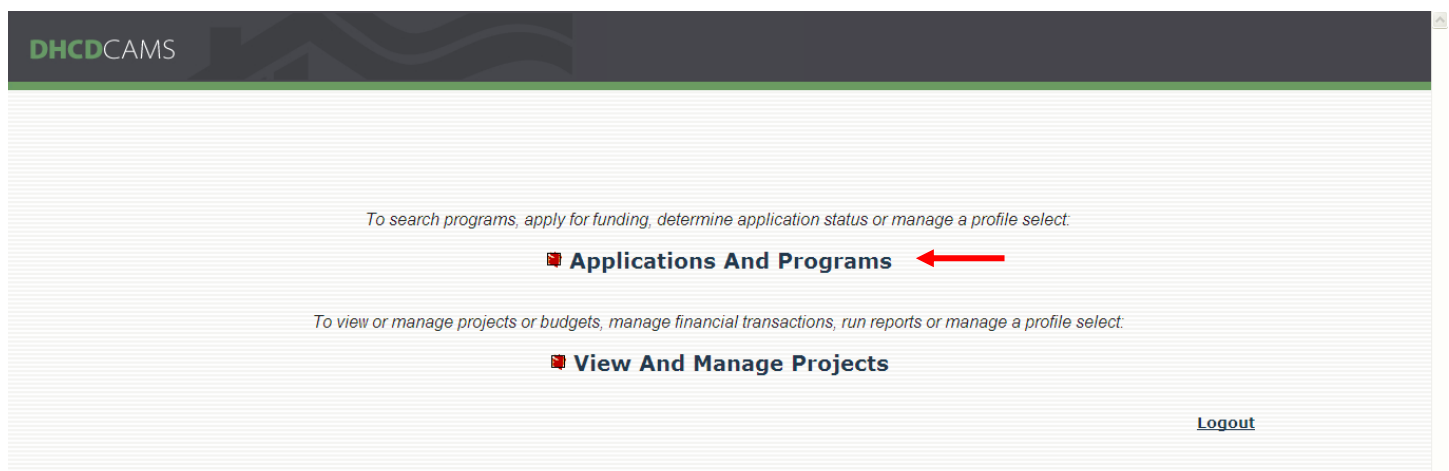
Select the Log On button.



The screenshot shows the DHCD CAMS login interface. At the top, there's a navigation bar with links for Search Program, Registration, Login, and User Guide. Below this, a welcome message states: "Welcome to Virginia Department of Housing and Community Development CAMS Online System!". A prompt asks users to login if they have an account or register otherwise. A note mentions searching programs without a login. The login form includes fields for E-mail (containing 'kdynes@impactmakers.org') and Password (masked with dots). A red arrow points to the 'Log On' button with the text 'Select Log on'. Below the button is a 'Forgot Password' link. At the bottom, there's contact information for the Virginia Department of Housing and Community Development, including the address and copyright notice.

Once the Log On option is selected, the main menu page will display.

Select the ***Application and Programs*** menu.



The screenshot shows the DHCD CAMS main menu after login. It features a navigation bar with the DHCD CAMS logo. Below the bar, there are two main menu items: 'Applications And Programs' and 'View And Manage Projects'. A red arrow points to 'Applications And Programs'. At the bottom right, there is a 'Logout' link. The page also includes instructions for searching programs and managing projects.

# User Reference Guide - Apply for funding to DHCD Programs

The Application Status page will display. If the organization does not have any in progress applications, the page will display a message stating “No Results or No Records Found” for those statuses. The statuses are Incomplete, Pending, In Progress, Approved and Denied. Notice also that the name of the user who is logged in displays at the top of the page at this point.

**DHCD CAMS** Welcome Katy Dynes [Log Out](#)

[Profile](#) [Search Program](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

**Application Status**

**Incomplete Applications:**

Application ID	Project Name	Program Name	Updated	
218272012124528	ESG Project Feb 2012 kld	ESG Subprogram 2012-13	2/7/2012	<a href="#">Edit</a> <a href="#">Withdraw</a>
89213201240835	More Testing Project	Local Innovation	2/13/2012	<a href="#">Edit</a> <a href="#">Withdraw</a>

**Pending Applications:**  
No Records Found!

**In Progress Applications:**

Application ID	Project Name	Program Name	Updated	
861102012124514	Lee County Housing	Planning Grants	2/9/2012	<a href="#">Edit</a>
27521201233721	DPA for Byrd Park Residents Mar 2012	DPA	2/7/2012	<a href="#">Edit</a>

**Approved Applications:**

Application ID	Project Name	Program Name	Approved	
8826201225506	App Test 2/6/2012	Urgent Need	2/13/2012	<a href="#">View</a>
8826201231914	Homeless Project 2012	Urgent Need	2/13/2012	<a href="#">View</a>
88272012112500	Urgent Need kld Feb 2012	Urgent Need	2/7/2012	<a href="#">View</a>

**Denied Applications:**  
No Records Found!

[Contact Us](#) | [FAQ](#) | [DHCD Site](#)  
Copyright ©2012 DHCD

Select the **Apply** menu at the top of the screen to apply for funding.

Unlike the **Search Programs** page where all programs display, only programs for which your organization is eligible will display on this page. Select the program for which you want to apply from the dropdown list. You will more than likely have researched this program in **Search Programs** already; however, the same information and links are available on this page. In order for the program to appear in the “Apply” page, the application dates must be open (current date within the application start and end dates.) If the application end date is approaching, it will be important to complete and submit your application before the end date in order to be considered for funding.

Select the word “Apply” next to the program name to apply for funding.

*Example of search for a specific program*

**DHCD** **Partners for Better Communities**

[Password Reset](#) | [Profile](#) | [Program Search](#) | [New Apply](#) | [Application Status](#) | [View And Manage Projects](#) | [Logout](#) Welcome Katy Dynes, [User Guide](#)

**Apply Application**

Find a Program:  [Go](#)

1 Results 1 Page 1 of 1

**Test Sub kld 12/7/11**

subprogram description

Application Start Date: 12/1/2011 End Date: 12/30/2011

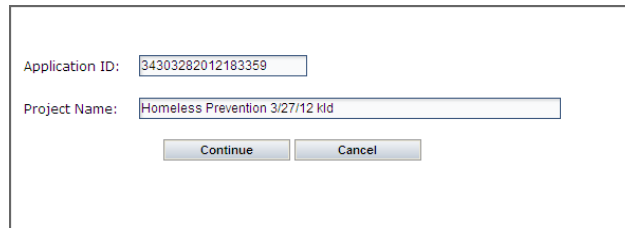
Eligible Applicant Type: Localities, Nonprofit Organization, Planning District Commission

[Apply](#)

# User Reference Guide - Apply for funding to DHCD Programs

Once you have selected to apply to a program, the Project Name box below will display.

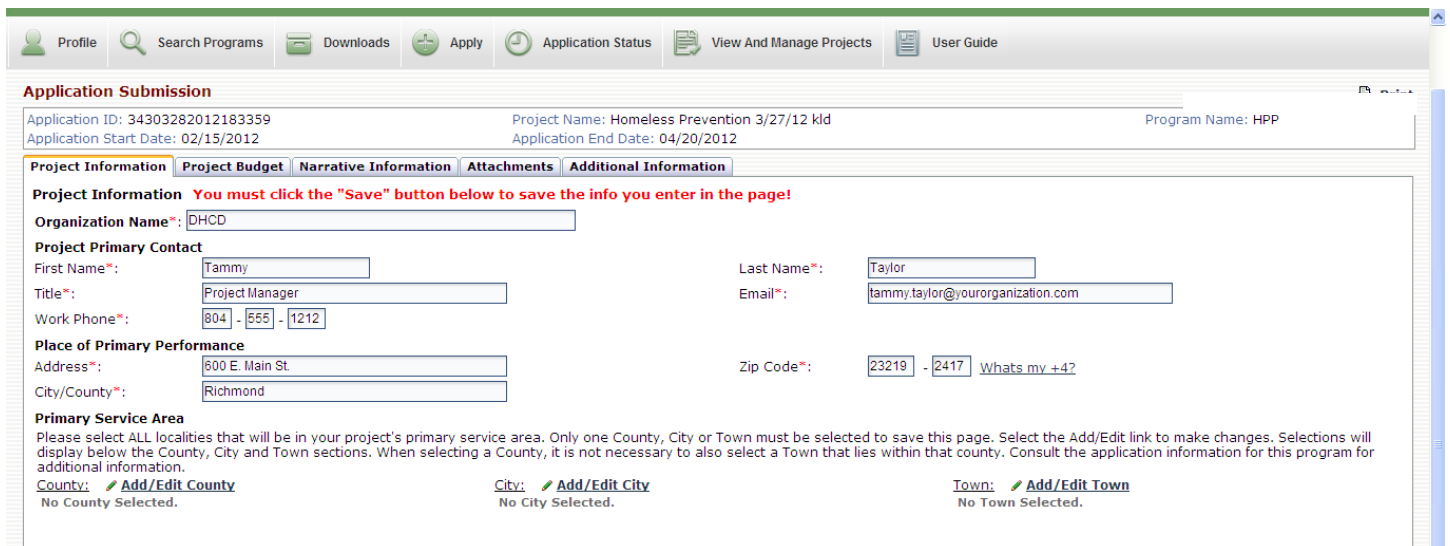
The Application ID is a system-generated ID that cannot be altered. Enter your Project Name. This should be a name that is meaningful to you and identifies the specific project. It may be by the name of where the project is taking place, the type of activity, or the name of your particular program. It is possible to name more than one project with the *same name*; however, this is not advisable. Select "Continue".



A screenshot of a web form for entering project information. It contains two text input fields: 'Application ID' with the value '34303282012183359' and 'Project Name' with the value 'Homeless Prevention 3/27/12 kid'. Below the fields are two buttons: 'Continue' and 'Cancel'.

The Project Information page defaults as the first page in a series of pages for Application Submission. **Once data is entered on a page it must be saved in order to save the data. Every page on the application must be saved individually before proceeding to another page or tab.** The application is designed in this way so that you may complete an application in several sessions, but you do not have to complete the entire application in one sitting. The pages need not be completed in any specific order.

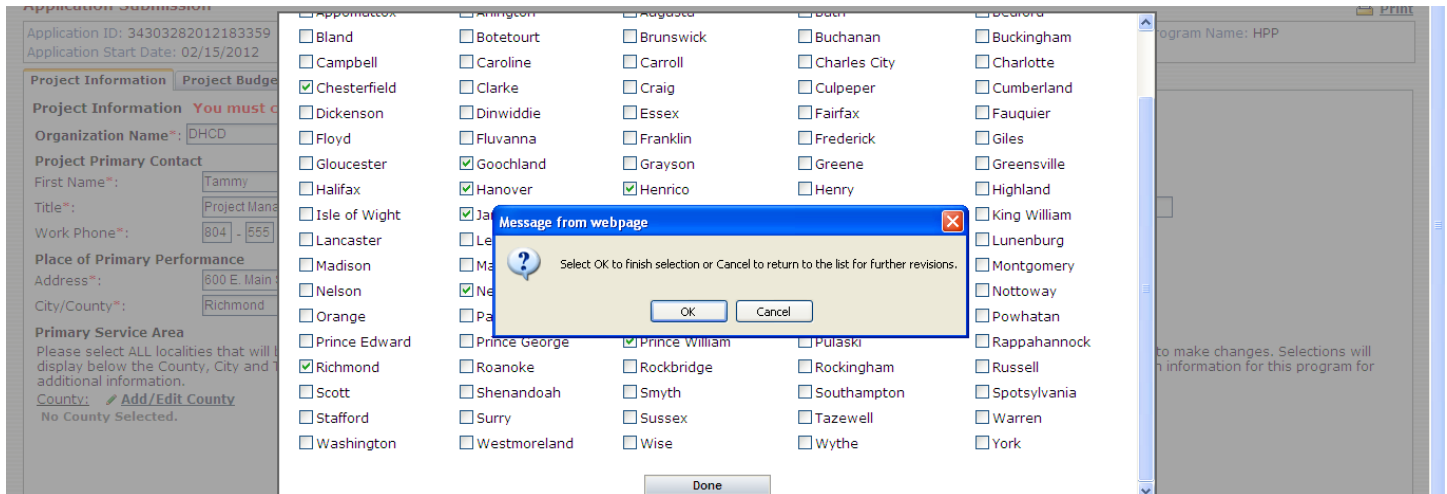
Enter all required fields (denoted with an asterisk) on the Project Information page.



A screenshot of the 'Project Information' page in a web application. The page has a navigation bar at the top with links: Profile, Search Programs, Downloads, Apply, Application Status, View And Manage Projects, and User Guide. Below the navigation bar, the page title is 'Application Submission'. The main content area shows the 'Project Information' tab selected. It displays the following information: Application ID: 34303282012183359, Project Name: Homeless Prevention 3/27/12 kid, Application Start Date: 02/15/2012, Application End Date: 04/20/2012, and Program Name: HPP. The 'Project Information' section includes a red warning message: 'You must click the "Save" button below to save the info you enter in the page!'. The form fields are: Organization Name\* (DHCD), Project Primary Contact (First Name\*: Tammy, Last Name\*: Taylor, Title\*: Project Manager, Email\*: tammy.taylor@yourorganization.com, Work Phone\*: 804 - 555 - 1212), Place of Primary Performance (Address\*: 800 E. Main St., City/County\*: Richmond, Zip Code\*: 23219 - 2417, with a link 'Whats my +4?'), and Primary Service Area (County: Add/Edit County, City: Add/Edit City, Town: Add/Edit Town). The Primary Service Area section also includes instructions: 'Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.'

# User Reference Guide - Apply for funding to DHCD Programs

As noted in the instructions for the Primary Service Area, select all localities that will be in your project's primary service area. When the links for county, city or town are selected a pop-up selection box will display. It may be necessary to scroll to the bottom of the pop-up selection box to view the "Done" button and exit this selection box.



When selecting a county, it is not necessary to also select a town that lies within that county. Consult information for the specific program for additional instructions. All selections will display on the Project Information page and may be edited (like the entire application) **until the application is submitted.**

A screenshot of the DHCD CAMS application submission interface, showing the 'Project Information' tab. The top navigation bar includes 'Profile', 'Search Programs', 'Downloads', 'Apply', 'Application Status', 'View And Manage Projects', and 'User Guide'. The 'Application Submission' section shows Application ID: 34303282012183359, Project Name: Homeless Prevention 3/27/12 kld, Program Name: HPP, and Application Start Date: 02/15/2012. The 'Project Information' tab is active, displaying fields for Organization Name (DHCD), Project Primary Contact (First Name: Tammy, Title: Project Manager, Work Phone: 804-555-1212), Place of Primary Performance (Address: 600 E. Main St., City/County: Richmond), and Primary Service Area (County: Richmond, City: Richmond, Town: No Town Selected). A 'Save' button is at the bottom.

Once all required fields have been completed, save the page. **If the page is not saved, all work will be lost.** Each time you save your work, you will be advanced to the next tab. You may select any tab or page in order to work on that specific part of the application. Pages need not be completed in the order they display.

# User Reference Guide - Apply for funding to DHCD Programs

Please read these instructions prior to completing your budget. Completion of the Project Budget page can be accomplished entirely online. **A budget is not required for every program or application. Check the program instructions to determine if a budget is required during the application.**

- Step1 Determine your project budget. Enter the total amount you will request from DHCD in the “Total Request” field at the top of the page. Upon completion of this page, the “Total Request” amount at the top must agree to the DHCD Request column total shown at the bottom of the page.
- Step2 Select the “Add” link next to each Budget Category to add a line item and amount for that category.
- Step3 If “Other” is selected as a line item, a description must be noted as well. A description field will display next to the “Other” line item in order to enter the description.
- Step4 It is a good idea to save your work as you go. Each time you save your work you will be advanced to the next tab, but you may select the Project Budget page again at any time.
- Step5 As with all pages in the application, the Project Budget page may be updated and saved as many times as is necessary **until the application is submitted to DHCD.**
- Step6 Any program rules must be adhered to in order to save the Project Budget page. An example of this for the HPP program would be the Administration Budget Category limit of 5% of the Total Request amount.
- Step7 Other sources of funding outside of DHCD should be entered in the “Other Funding” column on the applicable line item per application instructions.
- Step8 The Budget Narrative is optional, but can be an excellent way to convey additional information to the DHCD about your budget. This narrative is limited to 2000 characters.

The screenshot shows the 'Project Budget Information' page. At the top, there's a navigation bar with icons for Profile, Search Programs, Downloads, Apply, Application Status, View And Manage Projects, and User Guide. Below this, the 'Application Submission' section displays the Application ID (34303282012183359), Project Name (Homeless Prevention 3/27/12 kld), and Program Name (HPP). The 'Project Budget' tab is selected, showing a table with columns for Cost/Activity Category, DHCD Request, Other Funding, and Total. The table lists several categories: ADM (5% limit), Housing Relocation and Stabilization Services (20% limit), Financial Assistance (Rental/Mortgage Assistance), Financial Assistance (Housing Relocation and Stabilization), and HMIS (5% limit). Each category has an 'Add' and 'Delete' link. The 'TOTAL' row shows a DHCD Request of \$100,000.00, Other Funding of \$2,200.00, and a Total of \$102,200.00. A 'Save' button is at the bottom. A 'Budget Narrative' section is also visible, with a character count of 1764 remaining out of 2000.

Cost/Activity Category	DHCD Request	Other Funding	Total
ADM (5% limit)	\$5,000.00	\$500.00	\$5,500.00
Housing Relocation and Stabilization Services (20% limit)	\$20,000.00	\$100.00	\$20,100.00
Financial Assistance (Rental/Mortgage Assistance)	\$70,000.00	\$1,000.00	\$71,000.00
Financial Assistance (Housing Relocation and Stabilization)	\$2,000.00	\$100.00	\$2,100.00
HMIS (5% limit)	\$3,000.00	\$500.00	\$3,500.00
Financial Assistance Total (no less than 70%)	\$72,000.00	\$1,100.00	\$73,100.00
<b>TOTAL</b>	<b>\$100,000.00</b>	<b>\$2,200.00</b>	<b>\$102,200.00</b>

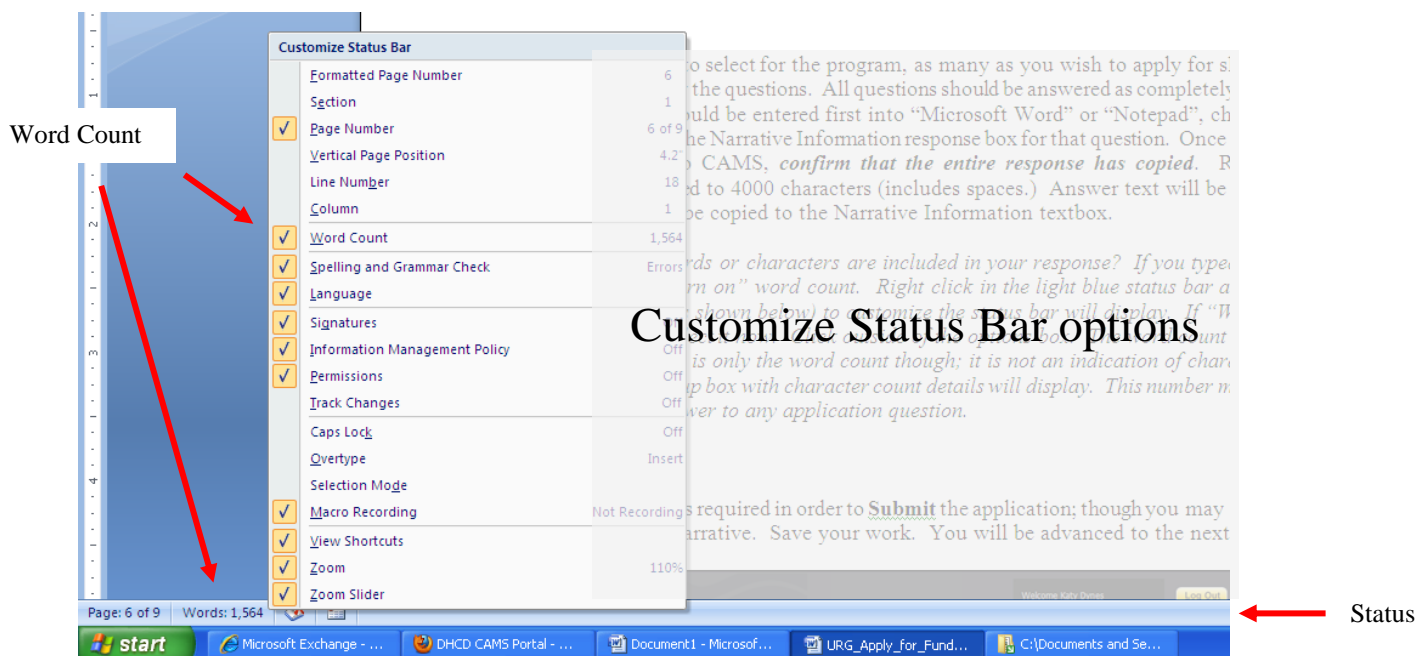
## Narrative Information

If Project Types are available to select for the program, as many as are applicable should be selected. Project Type describes the application elements that may be relevant to the proposal. Refer to the application instructions to determine which Project Type selections apply. Click the **Go** button to display the questions for the Project Type(s) selected. All questions should be answered as completely and as succinctly as possible.

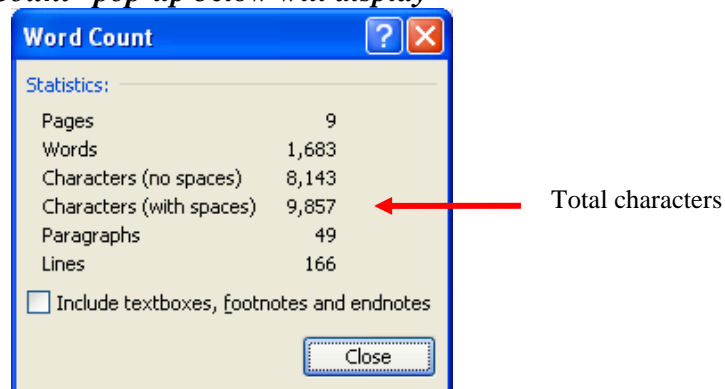
# User Reference Guide - Apply for funding to DHCD Programs

Responses should be entered first into “Microsoft Word” or “Notepad”, checked for spelling accuracy, and then copied to the Narrative Information response box for that question. Once the response for a question has been copied to CAMS, **confirm that the entire response has copied**. Responses to each application question are limited to 4000 characters (includes spaces and punctuation.) Answer text will be truncated at 4000 characters and no more text will be copied to the Narrative Information textbox.

*Tip: Not sure how many words or characters are included in your response? If you typed your response in Microsoft Word, you can “turn on” word count. Right click in the light blue status bar at the bottom of the Word document. Options (as shown below) to customize the status bar will display. If “Word Count” is not one of the options checked, select it now. Then click outside of the options box. The word count will display in the status bar at the bottom. This is only the word count though; it is not an indication of character count. Click on the word count and a pop-up box with character count details will display. This number must be at or below 4000 characters in order to display your entire answer to any application question.*



**Click on word count and the “Word Count” pop-up below will display**





# User Reference Guide - Apply for funding to DHCD Programs

An answer to every question is required in order to **Submit** the application; though you may enter one or more answers and come back to this page later to complete the remainder of the narrative. **Save your work.** You will be advanced to the next tab.

The screenshot shows the 'Application Submission' page in the DHCD CAMS system. The user is logged in as 'Katy Dynes'. The page has a navigation bar with links: Profile, Search Programs, Downloads, Apply, Application Status, View And Manage Projects, and User Guide. The 'Application Submission' section displays application details: ID: 34303282012183359, Project Name: Homeless Prevention 3/27/12 kld, Program Name: HPP, Start Date: 02/15/2012, and End Date: 04/20/2012. The 'Narrative Information' tab is selected, showing a list of questions to answer. Question 1 asks for a description of the need for HPP funding, with a character limit of 4000 (3803 remaining). Question 2 asks for local coordination details. A 'Save' button is at the bottom.

**DHCD CAMS** Welcome Katy Dynes [Log Out](#)

[Profile](#) [Search Programs](#) [Downloads](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

**Application Submission** [Print](#)

Application ID: 34303282012183359 Project Name: Homeless Prevention 3/27/12 kld Program Name: HPP  
Application Start Date: 02/15/2012 Application End Date: 04/20/2012

[Project Information](#) [Project Budget](#) [Narrative Information](#) [Attachments](#) [Additional Information](#)

**Please answer following questions: You must click the "Save" button below to save the info you enter in the page!**

1. Need (maximum 25 points) -In the space provided please describe the need for the HPP funding in your local area. Address specifically the following:

- Does the proposal seek to fill what would otherwise be a gap in homeless prevention and homeless services for the proposed service area?
- Is there clearly a demand (for example, shelter waiting list) for the funding?
- How critical is the need in the area?

maximum characters allowed: 4000; remaining: 3803

Yes, there is a gap being satisfied by this program. We currently have a waiting list of 25. There are no other programs available to shelter the homeless in this area or for prevention programs.

2. Local Coordination (maximum 25 points) -In the space below please answer the following questions:

- How are the proposed activities coordinated with other activities and funding sources in the service area?
- To what degree are the proposed activities a part of a local coordinated effort?
- To what degree will a coordinated or centralized community based intake system be utilized?

[Save](#)

## Attachments

If specific files are required for the application, instructions will be indicated on the Attachments page. All required attachments should be uploaded to this page prior to submitting the application. A limited number of optional files may be uploaded as well.

The screenshot shows the 'Attachments' tab of the 'Application Submission' page. It lists required documents for upload: Current Year Organizational Budget, Proposed Year Organizational Budget, Outcome logic model, Certificates and Assurance, and Continuum of Care (CoC) Certification. Each item has a 'Browse...' button. A 'Save' button is at the bottom.

**DHCD CAMS** Welcome Katy Dynes [Log Out](#)

[Profile](#) [Search Programs](#) [Downloads](#) [Apply](#) [Application Status](#) [View And Manage Projects](#) [User Guide](#)

**Application Submission** [Print](#)

Application ID: 34303282012183359 Project Name: Homeless Prevention 3/27/12 kld Program Name: HPP  
Application Start Date: 02/15/2012 Application End Date: 04/20/2012

[Project Information](#) [Project Budget](#) [Narrative Information](#) [Attachments](#) [Additional Information](#)

**Please submit/upload following required documents: You must click the "Save" button below to save the info you enter in the page!**

**UPLOAD ATTACHMENTS INSTRUCTION:**  
Please note that an annual audit and proof of nonprofit status, if applicable, are required and must be attached with the organizational profile (see manage profile tab). Please contact your profile manager to assure that all required documentation has been submitted.

\* These attachments must be submitted using specific DHCD templates (not applicable to the other attachments). Please go to:

Current Year Organizational Budget (by program and funding source)  
(to get the template file by clicking [HERE](#))  
✓ [TestFileForUploadToCAMS0325201246201251321.xlsx](#) ✗ [Remove](#)

Proposed Year Organizational Budget (by program and funding source)  
(to get the template file by clicking [HERE](#))  
 [Browse...](#)

Outcome logic model  
(to get the template file by clicking [HERE](#))  
 [Browse...](#)

Certificates and Assurance\*  
 [Browse...](#)

Continuum of Care (CoC) Certification\*  
(to get the template file by clicking [HERE](#))  
 [Browse...](#)

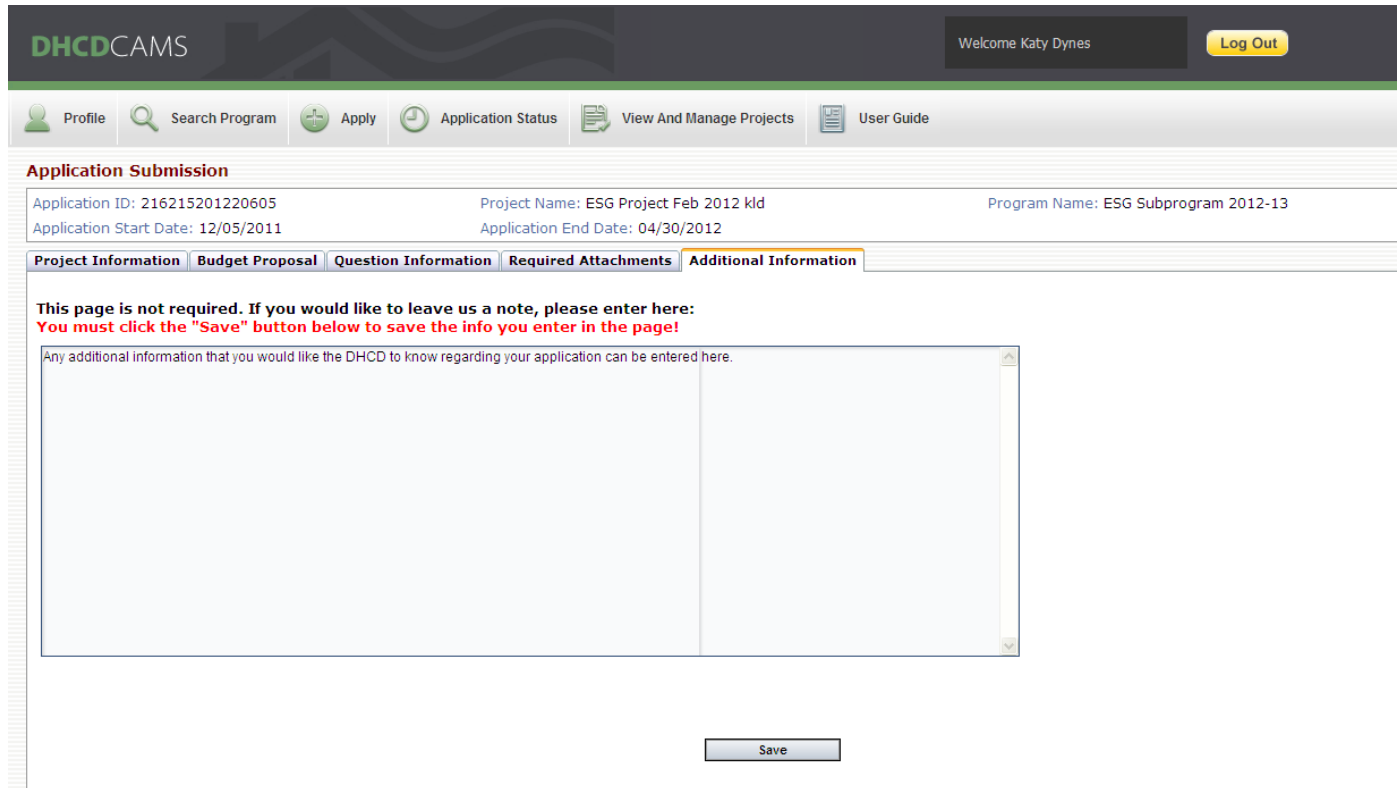
[Save](#)

Save your work; you will be advanced to the **Additional Information** page.

# User Reference Guide - Apply for funding to DHCD Programs

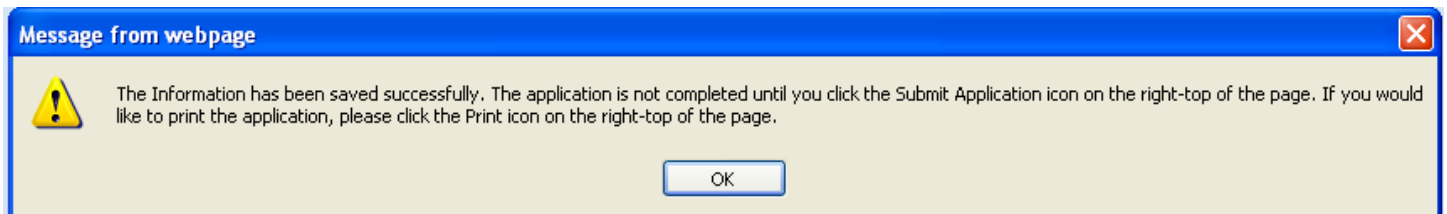
## Additional Information

As noted at the top of this page, it is not required that you enter any information here. Its purpose is to allow additional space to communicate pertinent project or application details to DHCD when the application is submitted.



The screenshot shows the DHCD CAMS web application interface. At the top, there is a header with the DHCD CAMS logo, a user welcome message "Welcome Katy Dynes", and a "Log Out" button. Below the header is a navigation bar with icons and labels for "Profile", "Search Program", "Apply", "Application Status", "View And Manage Projects", and "User Guide". The main content area is titled "Application Submission" and displays application details: Application ID: 216215201220605, Project Name: ESG Project Feb 2012 kld, Program Name: ESG Subprogram 2012-13, Application Start Date: 12/05/2011, and Application End Date: 04/30/2012. Below this is a tabbed interface with tabs for "Project Information", "Budget Proposal", "Question Information", "Required Attachments", and "Additional Information". The "Additional Information" tab is active, showing a message: "This page is not required. If you would like to leave us a note, please enter here: You must click the 'Save' button below to save the info you enter in the page!". Below the message is a large text area for entering additional information. At the bottom of the page is a "Save" button.

Once the page is saved, you will receive the following message. If all required fields within the application pages above have not been completed, you will be directed to complete them before the application can be submitted to the DHCD and before the **Submit** button is available. Select OK to exit out of the confirmation message.



The screenshot shows a confirmation message dialog box titled "Message from webpage". It contains a yellow warning icon and the text: "The Information has been saved successfully. The application is not completed until you click the Submit Application icon on the right-top of the page. If you would like to print the application, please click the Print icon on the right-top of the page." Below the text is an "OK" button.



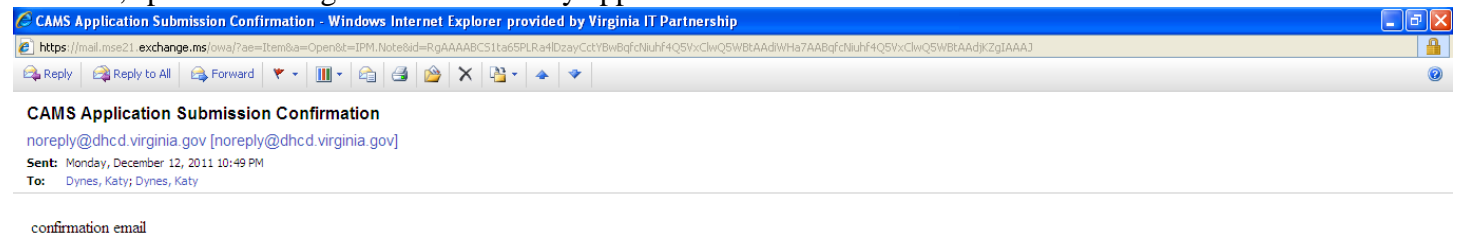
# User Reference Guide - Apply for funding to DHCD Programs

The application is again displayed. As the message above indicates, the user has several options.

1. Make additional updates to the application and save again. Then, continue with any of the next three steps.
2. Exit out of the application and return later to complete, submit, or print.
3. Print the Application; this is advised in order to review before submitting
4. Submit the Application
5. Exit the page and select to 'Withdraw' the application. This action will delete the application from the system permanently and **cannot be reversed**. As such, it should be executed with caution since the application will need to be completed again from the beginning.

*Note: The application must be submitted prior to the application end date in order for DHCD to review it and in order to be considered for funding. It is strongly suggested that you print and review your application to confirm all aspects of your data prior to submitting it to the DHCD.*

A confirmation email should have been received in your email box. It will look similar to the email below; however, specific message content varies by application.



**Step 15:** Select the Application Status menu to confirm that the application that was just submitted is now in a Pending Status (as in the screenshot below.) If it is, your application was successfully submitted to the DHCD.

Application Status

Incompleted Applications:

Application ID	Project Name	Program Name	Updated	
2201282011123203	Katys Project v2 12/8/2011	Your Subprogram Name Here	12/8/2011	Edit Withdraw
2201282011123319	Katys Project v2 12/8/2011	Your Subprogram Name Here	12/8/2011	Edit Withdraw
2371292011103005	Test application to sub w_copy prog, but dates not right	Test Sub kld 12/7/11	12/9/2011	Edit Withdraw

Pending Applications:

Application ID	Project Name	Program Name	Updated	
2221282011103014	Test Subprogram 12/8/11	Test Sub kld 12/7/11	12/12/2011	Edit Withdraw
2511211201135349	Test application and then attempt to delete from admin	ESG Subprogram 2012-13	12/11/2011	Edit Withdraw
2471211201152829	kld - 2nd application, test of withdraw app	Sub 1 - chg name here 12/10	12/11/2011	Edit Withdraw
22212122011100639	New Test Project Name 12/12/11 kld	Test Sub kld 12/7/11	12/12/2011	Edit Withdraw

Approved Applications:  
No Records Found!

Denied Applications:  
No Records Found!

The **Withdraw** option will remove the application from the system permanently.